

# Voice Mail Quick Reference

## MX Voice Mail — Quick Reference

Voice Mail server DID and extension:  
\_\_\_\_\_

Your extension: \_\_\_\_\_

### Main Menu

- 1 Review messages
- 2 Scan headers of messages
- 3 Leave msg for another user
  - \* Access another voice mail box
- 4 Change profile, name, greetings
  - 1 Personal profile:
    - 1 Change password
    - \* Return to main menu
  - 2 Recorded name or greetings:
    - 1 Record name
    - 2 Record a greeting
    - 3 Play name & greetings
    - 4 Activate a greeting
    - 0 Deactivate all greetings
    - \* Return to main menu
  - 4 Call a number
  - \* Return to main menu

Access [www.zultys.com](http://www.zultys.com) for the complete manual.



### Message Review Menu

- 0 Play current msg, no header
- 1 Repeat current msg & header
- 2 Save current msg
- 3 Erase current msg
- 4 Reply with new msg
- 44 Call back using caller ID
- 5 Forward msg to another user
- 6 Play previous msg
- # Play next msg
- 7 Rewind 3 seconds of msg
- 8 Pause current msg
- 9 Skip forward 3 seconds of msg
- ## End review of messages

Name: \_\_\_\_\_ Ext. \_\_\_\_\_

Name: \_\_\_\_\_ Ext. \_\_\_\_\_

Name: \_\_\_\_\_ Ext. \_\_\_\_\_

Name: \_\_\_\_\_ Ext. \_\_\_\_\_

Name: \_\_\_\_\_ Ext. \_\_\_\_\_

Name: \_\_\_\_\_ Ext. \_\_\_\_\_

ext = extension, msg = message 96-30221-02